



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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*Major General*  
*The Adjutant General*

**DEPARTMENTAL BULLETIN NO. 2**

**31 March 2006**

**USE OF STATE VEHICLES**

This bulletin applies to all individuals, offices and agencies within the New Jersey Department of Military and Veterans Affairs (DMAVA) concerning the use of State vehicles. In accordance with information received from the Department of Treasury, Bureau of Risk Management, employees who operate State vehicles must be aware of and adhere to the following:

1. Only State employees can drive State-owned or leased vehicles. State employees must possess a valid driver's license.
2. Personal use of permanently or temporarily assigned vehicles is prohibited, except in those emergency situations as specifically allowed under Circular Letter 93-04, Section III, #9.
3. No children are permitted in a State vehicle unless authorized by the State, examples DYFS or JJC.
4. Operation of State vehicles while impaired to any degree or under the influence of alcohol or narcotics, as defined by State statute, is prohibited.
5. The use of a State vehicle to transport any person, other than in the course of their assigned duties and responsibilities, is prohibited.
6. When operating a State vehicle, a State-issued cell phone can only be used with a hands-free device and only for "Official State Business". Use of personal cell phones when operating a State vehicle is prohibited.
7. Violation of Treasury Circular Letters governing the assignment, use, operation, repair and/or maintenance of vehicles is subject to disciplinary action. **This includes failure to submit a vehicle for preventive maintenance.**
8. All State vehicles must have a State identification card. State vehicles are covered by Title 59. The State does not have insurance. All accidents must be reported to a Supervisor and Vehicle Coordinator.
9. A Department of Treasury Form RM-1A or RM-1B must be completed by State drivers for all accidents. This form must be signed off by a supervisor and Vehicle Coordinator. All State vehicle accidents must be reported to the police.
10. Any injury to State employees must be reported to a supervisor and a Department of Treasury Form RM-2 must be completed.

Questions or inquiries concerning this bulletin should be addressed to the Department Vehicle Coordinator, Mr. Edward Turrian at (609) 530-6866 or email [Edward.Turrian@njdmava.state.nj.us](mailto:Edward.Turrian@njdmava.state.nj.us).

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

A handwritten signature in black ink, appearing to read "David S. Sneider", with a stylized flourish at the end.

DAVID S. SNEDEKER  
Chief Information Officer  
Acting Director, Information and  
Administrative Services Division

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